



State of Louisiana
DIVISION OF ADMINISTRATION

Control No. _____

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

November 2, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-25

TO: All UPS Agencies

FROM: Jena W. Cary
Director

SUBJECT: Monthly Transaction Ledgers / Unpaid Balances

Attached are the OSUP UPS Monthly Transaction Ledgers for the periods ending July 31, 2001, August 31, 2001, and September 30, 2001. Please use the September Ledger to identify all unpaid balances in vendor codes with balances other than zero. This report, rather than the Unpaid Balance Report, will be used to report unpaid balances. OSUP will not be distributing any Unpaid Balance Reports. When reporting, balances should be identified by **employee name, the original date of occurrence, and the reason for the unpaid balance.**

Items processed through the UPS Void/Supplemental process after the conversion to ISIS HR are included in the transaction ledgers. Any balances remaining should reflect agency requested payments that have not been requested (i.e., pending judgments, refunds due to employees, payments due to vendors), payments made in error and a refund is due from a vendor, code corrections, or tax balances created for W-2c items.

The analysis of the unpaid balances should be reported on the agency Quarterly Unpaid Balance Report (form UPR/F16). The UPR/F16 must be forwarded to this office with a letter of transmittal from the authorized Section/Agency Head by **November 26, 2001**. Detailed instructions on the reporting of unpaid balances and the consequences of not reporting can be found in Section 3.15 of the OSUP Standard Accounting Procedures Manual (SAPM).

The Wage & Tax Administration Unit will be monitoring balances and contacting agencies for action on balances that are not being liquidated quickly. Any balances not liquidated will be written off in the next few months. Any questions not addressed clearly in the SAPM or in this memorandum should be directed to a member of the Wage and Tax Administration Unit at (225):

Cindy McClure 342-1652
Rhonda Desselle 342-8928

Rachel Bryant 342-1651
Lawanna Green 342-0714

GWC:RJB:kmb

Attachments